

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Administration
Department: Office of Adoption and Child Custody Advocacy
Dept. Budget No. 451
Position I.D. 9512072
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Director in the direction and management of the overall functions of the Office of Adoption and Child Custody Advocacy (ACCA). Assists in the formulation of policy positions and strategic planning initiatives in relation to juvenile advocacy, parental permanency, social study reporting and custodial investigations. Along with the Director or as the Director's designee, serves as a liaison to practitioners, the Judiciary, State Agencies and social service agencies to determine and implement policies and procedures that are objective in nature to address the protection of juveniles as well as parental permanency and determine the appropriate role of the ACCA. Works closely with the Judiciary to perform and oversee investigations and conduct social study reporting as well as to determine the appropriate role for the ACCA in custody cases. Conducts and supervises adoption studies of children independently placed as well as in the investigation or supervision of custody and probate matters involving juveniles. Supervises work progress, provides direction and approves reports prepared by staff. Responsible for all policy, protocols, and procedures of the department, as well as determining the department budget, supervising personnel and conducting operations.

Key Responsibilities and Duties

Assist the Director in the overall management of the Department, including but not limited to responsibility for personnel supervision, formulating budget recommendations, performing procurement functions, implementing office policy/procedures and assisting in policy development.

Assist in the formulation of policies and strategic plans in relation to ACCA operations, juvenile advocacy, parental permanency, social study reporting, and custodial investigations.

Along with the Director or as the Director's designee, serves as a liaison to the Judiciary, practitioners, State Agencies, and social service agencies to address the roles of the ACCA, ACCA positions, to determine the appropriate role of the ACCA or make recommendations regarding alternative services depending on the juvenile or custodial issue.

Assist in performance management initiatives to determine the effectiveness of programs, policies and projects in relation to social study reporting, custodial investigations, the role of the ACCA or alternative services.

Work closely with representatives of the Judiciary to foster opportunities for collaboration.

May pursue alternative federal, state and private resources to advance the goals of the ACCA.

Conducts and supervises adoption studies, as well as investigates and supervises the investigation of custody and probate matters involving juveniles. Supervises work progress, provides direction and technical assistance and approves reports prepared by staff.

Knowledge, Skills and Abilities

Ability to communicate effectively and professionally with members of the Judiciary, attorneys, parents and juveniles.

Knowledge of human behavior and child development.

Knowledge of the Cook County Court system as it relates to juvenile custody and adoption cases.

Ability to conceive and implement new plans, policies and projects.

Skill in monitoring and assessing the performance of individuals, programs and organizations.

Strong oral and written communication skills.

Must possess professional judgment in dealing with sensitive and confidential matters.

Ability to use good judgment, ability to train, direct and motivate others.

Knowledge of budgeting and/or basic financial management.

Knowledge of Microsoft Office Suite.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree.

Two (2) years' direct or combined experience as an attorney, social worker, child advocate administrator, counselor or court related services administrator.

Preferred Qualifications

Masters or Juris Doctorate Degree

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Revised: 3/17/2014